

Rehabilitation Administrative Manual
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000 INTRODUCTION (07/14)

The Rehabilitation Administrative Manual (RAM) provides information and instruction regarding operations within the Department of Rehabilitation. It sets forth official administrative rules and policies in accordance with laws, rules, and regulations governing the operations of California State Government.

010 CONTENTS & RESPONSIBILITY (01/12)

The contents of RAM are found in Exhibit A. Administrative policy changes are incorporated in the RAM by revisions to the chapters or the creation of a new chapter.

The Deputy Director, Administrative Services Division, is responsible for maintaining and distributing the RAM.

The RAM Coordinator, Business Services Section, provides coordination for the publication of all chapters.

Responsibility for revising and interpreting manual chapters is shared by various Central Office sections as indicated in Exhibit A.

Prior to publication, revisions will be reviewed and approved by all appropriate entities identified, including:

- Deputy Director(s)
- Operations and Accountability
- Audit Services
- Legal Affairs

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020 TRANSMITTAL LETTERS (01/12)

Transmittal letters clarify and indentify what is being changed in each revision, or introduce the new chapter. Each transmittal letter is assigned a transmittal number maintained by the RAM Coordinator. These numbers signify that the changes made or the new chapter is approved for publishing.

030 RELEASE AND DISTRIBUTION (01/12)

New RAM Chapters and RAM Revision notifications are released via a DORALL. The DORALL contains the transmittal letter and notification of the locations to access the chapter electronically.

Hard copies are no longer distributed.

Electronic versions can be found on the G: Drive and on the InDOR Intranet.

EXHIBITS

Exhibits will be maintained as separate electronic documents in the G:\User Resources\Rehab Admin Manual folder.

[Exhibit A](#) Content Chapters and Responsible Sections